

From: [Leos, Valmichael](#)
To: [Coats, Janetta](#)
Cc: [Spalding, Susan](#); [Taheri, Diane](#); [R6HarveyInfo](#); [R6HarveySITL](#)
Subject: Suggestion on reassignment scheduling
Date: Wednesday, September 13, 2017 3:46:39 PM

Janetta,

I know we have a 10am call with you daily, where you get a report out from the team what their status is regarding issues / concerns / etc..

I would like to recommend you have a quick tactics / planning call in the evening with the entire team to reassess the community liaisons workload for reassignments instead of waiting around until the 10am call the following day. I suggest maybe a 5pm call. This will give the community liaisons a continuity of work.

Sincerely,

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